



OFFICE OF THE SUPERINTENDENT
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www.homewood.k12.al.us

Electronic Forms Consent

The Internal Revenue Service (IRS) requires Homewood City Board of Education to provide all employees with a Form W-2 that states the employee's compensation and tax withholding amounts for the calendar year and a Form 1095-C to report information about offers of health coverage for the employee. Employees may choose to receive these and all other eligible Federal and State required forms electronically in lieu of the paper version. Please read the following information and consider providing your consent to receive such forms in electronic format **only**.

Benefits of receiving electronic forms:

- Earlier access
- Reduction of lost or delayed forms via mail
- Accessible for reprint of additional copies as needed
- Accessible anywhere with an internet connection
- Contribution to the reduction of expenses associated with processing and delivery

Electronic forms will be available via the Employee Self Service (ESS) system and may be accessed on any computer with an internet connection. For your convenience, computers are available at all schools and the Central Office. The ESS link can be found by accessing the Homewood City Schools main website at www.homewood.k12.al.us and clicking on "Departments" and "Human Resources".

If consent to receive electronic forms is not given, you will continue to receive paper forms. If you wish to withdraw your consent, you must submit this form with your new election to the Payroll Department. The date this form is received by the Payroll Department will be the effective date and will apply only to those forms not yet issued.

All electronic forms will be available no later than the deadline date set forth by the IRS or the State of Alabama.

Please check one choice only:

I consent to receive Form W-2, Form 1095-C and all other eligible, required Federal and State forms via the online Employee Self Service (ESS) system.

(Any consent given above is effective from this date forward on any W-2 and 1095-C not yet processed by the Payroll Dept.)

I wish to withdraw my consent to receive an electronic Form W-2 and Form 1095-C.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Last Four (4) Digits of Social Security #: _____

Employee Email Address: _____

Employee Mailing Address: _____

Employee Phone Number: _____